BY ORDER OF THE SUPERINTENDENT

AIR FORCE INSTRUCTION 10-244

HQ UNITED STATES AIR FORCE ACADEMY
Supplement 1

28 SEPTEMBER 2004

Operations

REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 6
Distribution: F

The Office of Primary Responsibility (OPR) for this supplement is the 10th Mission Support Group Logistics Readiness Section (10 MSG/LGRR) Michael W. O'Garro. This supplement implements and extends the guidance for Air Force Instruction (AFI) 10-244, *Reporting Status of Aerospace Expeditionary Forces*, 19 February 2002. This supplement provides procedures for those areas listed in AFI 10-244 that require major command (MAJCOM), field operating agency (FOA), or direct reporting unit (DRU) direction. This supplement applies to all organizations assigned or attached to the United States Air Force Academy (USAFA). Several units on USAFA are required to perform base level and MAJCOM level responsibilities due to the structure of the base. As such, these dual-hatted units are required to carry out the base and MAJCOM level responsibilities as stated in AFI 10-244 and herein. In this supplement the term "Organizational Commander" applies to all DRU Staff Agency Directors, Mission Element Commanders, Wing Commanders, Squadron Commanders, Unit Commanders and Division Chiefs. Refer recommended changes and conflicts between this and other publications to 10 MSG/LGRR 8110 Industrial Drive USAF Academy, Colorado 80840-2335, on Air Force Information Management Tool (IMT) 847, **Recommendation for Change of Publication.**

1.6.3.1. (Added) Unit Aerospace Expeditionary Force (AEF) Unit Type Code (UTC) Reporting Tool OPRs are responsible for completing the online training located at the following Non-Secure Internet Protocol Router Network site **https://aefcenter.acc.af.mil/ART/default.asp**. **Do not enter real-world data on this site.**

2.4.1. (Added) Organizational commanders and Functional Area Managers (FAMs) will coordinate with the Headquarters (HQ) USAFA Manpower and Organization Division (HQ USAFA/XPM) to maintain maximum accuracy of the AEF library to ensure precise UTC status reporting.

2.7.1. The USAFA AEF UTC Reporting Tool (ART) point of contact (POC) is aligned under the 10th Mission Support Group Logistics Readiness Division (10 MSG/LGR). All correspondence regarding readiness reporting policy or procedures must be initiated by, or coordinated with 10 MSG/LGR.

2.7.1.6. (Added) FAMs shall have a working knowledge of AEF readiness reporting requirements as specified by AFI 10-244 and this supplement.

2.7.1.7. (Added) HQ USAFA/XPM and FAMs will assist all USAFA organizations in resolving mismatches or invalid UTCs in the ART Time Phased Force Deployment Data (TPFDD), when identified.

2.7.3.1. The 10th Air Base Wing Commander (10 ABW/CC) or Vice Commander (10 ABW/CV) will designate a primary and alternate USAFA ART POC, in writing, by memorandum or e-mail.

2.7.3.2.1. (Added) The 10 MSG/LGR will collect and compile unit reports into a suitable format for 10 ABW staff reviews or presentations as required. The HQ USAFA Director of Staff (HQ USAFA/DS) will appoint a HQ USAFA Staff ART POC who will collect and compile the DRU staff agencies' reports into a suitable format for 10 ABW and key staff reviews as required. The HQ USAFA Staff ART POC will provide the monthly reports and slides to 10 MSG/LGR for the staff agencies.

2.7.3.2.1.1. (Added) 10 MSG/LGR will provide all ART monitors with a template for presentations. Organizational commanders and ART monitors are responsible for ensuring their unit's UTC status is reported accurately.

2.7.3.2.1.2. (Added) 10 MSG/LGR will develop an ART reporting schedule to all USAFA organization ART monitors. In addition, 10 MSG/LGR will ensure all out-of-cycle reporting requirements are disseminated and accomplished within the established time frame.

2.7.3.3.1. (Added) ART reports and the USAFA IMT 18, **AEF Reporting Tool (ART) Worksheet**, are classified as SECRET when two or more UTCs are reported on the same sheet. Organizational commanders are responsible for ensuring the documents are classified and handled appropriately.

2.7.3.4.1. (Added) 10 MSG/LGR will establish and maintain an ART continuity folder and the records system containing as a minimum the following documents:

2.7.3.4.1.1. (Added) Copies of the appointment letters for all USAFA organizational ART monitors.

2.7.3.4.1.2. (Added) Current copies of each organization's ART reports, USAFA IMT 18s, and any supporting documentation provided to 10 MSG/LGR.

2.7.3.4.1.3. (Added) Higher Headquarters (HHQ) guidance, letters, messages, etc.

2.7.3.4.1.4. (Added) Training program for unit ART monitors, complete with training materials, sample worksheets and documentation of completed training.

2.7.3.5. 10 MSG/LGR will download the ART TPFDD on a monthly basis and provide a copy to all USAFA ART monitors for review and reporting purposes.

2.7.3.6. (Added) 10 MSG/LGR will maintain current appointment letters for all USAFA unit ART monitors. 10 MSG/LGR will maintain a listing of all personnel with write-access and provide updates, to include monitors to be removed, to the AEF Center. As a minimum, it is required that USAFA Art monitor listings be reviewed quarterly for accuracy and updated when personnel no longer require write access or have departed station.

2.7.3.7. (Added) 10 MSG/LGR will disseminate correspondence of interest (i.e., ART policy messages, etc.) to all USAFA ART monitors.

2.7.4.2.1. (Added) Organizational commanders will designate a primary and alternate ART monitor in writing by memorandum or e-mail. The memorandum must include the names, ranks, organizations, DSN, classified and unclassified e-mail addresses for monitors requiring write-access to the AEF Report-

ing Tool. Submit the memorandum to 10 MSG/LGR. A classified e-mail address must be included for write-access to the ART to be granted. If the user does not have their own account, they may provide an office or supervisor's address.

2.7.4.3.1. (Added) Organizational commanders are responsible for reporting the status of all UTCs the organization is tasked to support for any AEF, to include enablers. Organizational commanders will ensure an accurate assessment of the unit's ability to provide the specific capability described in the UTC's mission capabilities (MISCAP) is reported and (or) updated, via the AEF Reporting Tool, a minimum of every 30 days and as directed for out-of-cycle reporting requirements.

2.7.4.4.1. (Added) Organizational commanders shall establish procedures to accurately gather, prepare, and validate the information used to prepare the ART report.

2.7.4.5.1. (Added) Organizational commanders shall ensure the ART report is provided to 10 MSG/LGR per the annual reporting schedule and as required for out-of-cycle reporting requirements.

2.7.4.5.2. (Added) Organizational ART monitors are responsible for inputting and (or) updating UTC status into the ART database in accordance with (IAW) the scheduled reporting requirements and as directed for the out-of-cycle reporting requirements. Secret Internet Protocol Router Network access for most DRU POCs is through the Command Post.

2.7.4.7.1. (Added) Organizational commanders, ART monitors and FAMs shall compare the Air Force-Wide UTC Availability and Tasking Summary and the ART TPFDD on a monthly basis. Wartime requirements and authorization mismatches will be resolved by coordinating with 10 MSG/LGR and HQ USAFA/XPM.

2.7.4.9. (Added) Organizational ART monitors will establish and maintain ART continuity folders or binders containing the following documents:

2.7.4.9.1. (Added) Appointment memorandum for unit ART monitors.

2.7.4.9.2. (Added) HHQ and wing guidance (letters, messages, etc.).

2.7.4.9.3. (Added) Training program for ART monitors complete with training materials, sample worksheets and documentation of completed training.

3.4.7. Personnel Availability. Personnel are considered available if they are assigned to an organization, are physically present at home station, or can be present within the prescribed response time and are not restricted from deploying or employing. Review AFI 10-403, *Deployment Planning and Execution*, paragraph 5.3. and Table A2.2. for deployment availability. The organizational commander has the authority and responsibility to determine the ultimate deployment eligibility for the personnel within the organization.

NOTE: Personnel assigned a medical "C" code are normally not assigned to a standard UTC due to not being worldwide qualified. If this is not avoidable, report the UTC as **RED**, provide a Get Well Date (GWD) and annotate in the remarks section whether the person can deploy stateside and any other pertinent information.

3.4.7.1.1. (Added) Reporting personnel and (or) equipment already on temporary duty (TDY). Normally, personnel and equipment are expected to be able to re-deploy within 72 hours and should be reported as **GREEN**. However, the organizational commander has the discretion to report personnel and (or) equipment as **YELLOW** if there is a concern the personnel may not be able to redeploy within 72 hours. Organizational commanders should not report deployed personnel and equipment as **RED** unless they are

positive the employed resources will not be able to redeploy as directed. In this case, place a GWD estimate in the ART database of when they should be able to redeploy upon their return. In remarks, indicate where they are TDY, purpose of the TDY and a return date. If a deployed UTC does not have their logistics detail (LOGDET) and the personnel only are deployed, the status would reflect **RED** with LOGDET Equipment On Order in the comments.

3.4.7.1.2. (Added) Account for all personnel in the organization from the time they sign into the organization. The standard transition period for personnel arriving on station due to a permanent change of station is 45 days. Organizational commanders should make every attempt to accommodate transition requirements of their personnel, yet mission requirements may dictate waiving the time on station transition period. Personnel filling a UTC position should be considered available to deploy up to 30 days prior to their report not later than date, separation date, or retirement date.

3.4.7.1.3. (Added) The organizational commander will ensure all personnel are scheduled for and complete all readiness training requirements as soon as practical and no less than 60 days prior to the deployment window. Only personnel assigned to a UTC coded as A/DXX will receive just-in-time training. The UTC will be reported as **YELLOW** when the just-in-time is the only limiting factor with Combat Arms, Training, and Maintenance (CATM) in the comments. All others (UTC Codes: A/DWS, A/DWX, A/DXS) will receive timely recurring training to maintain a high state of readiness.

3.4.7.1.3.1. (Added) The only training considered as just-in-time training is small arms and (or) CATM. All other readiness training will be accomplished and kept current on a continuing basis if practical. Smallpox and anthrax vaccinations are considered just-in-time requirements to assess medical readiness. *NOTE:* Care must be taken when scheduling training to ensure the requirement will not expire during the deployment window, if possible. This will eliminate unnecessary duplication of training.

3.4.7.1.4. (Added) When a unit temporarily transfers (lends) personnel to another unit, the supplying measured unit will continue to measure and report the transferred personnel. Likewise, a unit receiving personnel from another unit will not measure or count those personnel unless otherwise directed. Temporary assignment of personnel will not be justification for improved readiness levels.

3.4.7.2. Equipment and supplies on hand measurement is used to indicate the resource status of equipment and supplies required to support the UTC mission (not mobility gear issued by supply). The logistics details of the UTC will specify the equipment and supplies an organization is required to provide.

3.4.7.3.1. (Added) The equipment condition measured area is used to determine condition of the combat essential and support equipment that can be made ready within the UTC's response time to undertake the mission. This measure is also used to indicate maintenance and equipment reliability, serviceability, and operational status of assets.

3.4.7.3.2. (Added) For DXX UTCs, because there is no Chemical Warfare Defense Equipment (CWDE) earmarked specifically for them, the status should reflect **YELLOW** with CWDE in the comments (assuming no other limitations such as LOGDET shortfalls). If personnel or LOGDET shortfalls drive a **RED** status for DXX positions, those reasons plus "CWDE" would appear in the comments. The GWD will reflect the date the AEF rotation begins. For example, for AEF 7/8, the GWD will reflect 1 Mar 04; for AEF 9/10, the GWD will reflect 1 Jun 04 and so on.

3.4.8.1. (Added) The training assessment segment of the report specifies whether the personnel assigned to a UTC meet both their readiness training requirements and UTC MISCAP specific training requirements. Personnel are counted as trained if they have completed or are expected to complete the required training within the deployment response time.

3.4.8.1.1. (Added) Nuclear Biological Chemical and Conventional (NBCC) and Explosive Ordnance Recognition.

3.4.8.1.2. (Added) Small Arms and (or) CATM.

3.4.8.1.3. (Added) Self-Aid and Buddy Care.

3.4.8.1.4. (Added) Law of Armed Conflict.

3.4.8.1.5. (Added) Force Protection.

3.4.10.1. (Added) Grade and (or) Skill Level Substitutions. There should be an exact match of Air Force Specialty Code (AFSC) requirement with no grade and (or) skill level deviations unless specifically addressed in the MISCAP. If permitted, substitutions are limited to personnel with two skill levels higher, one skill level lower, and one grade either way. To be eligible for skill level substitution, an individual must be able to perform at the required skill level. Therefore, skill level substitution is applied after counting assigned and available personnel by required skill level. If an authorized AFSC substitute is listed in the UTC MISCAP or functional area guidance, that UTC or guidance is the source of authority for that substitution.

3.5.6. (Added) Invalid UTCs in the ART TPFDD are to be reported as **RED** and state in the remarks section exactly why the UTC is invalid. The organizational commander, FAM and HQ USAFA/XPM must coordinate to confirm the validity of the UTC. Simply not reporting on a UTC is not an option.

3.8.2. Tasked UTCs will be updated within three days of receipt of a deployment notification.

4.3. (Added) **Information Collections, Records, and Forms.**

4.3.1. (Added) Information Collections. No information collections are created by this publication.

4.3.2. (Added) Records. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4).

4.3.3. (Added) Forms.

4.3.3.1. (Added) Forms or IMTs Adopted. AF Form 847, **Recommendation for Change of Publication**

4.3.3.2. (Added) Forms or IMTs Prescribed. USAFA IMT 18, **AEF Reporting Tool (ART) Worksheet** and USAFA IMT 18-1, **AEF Reporting Tool (ART) Worksheet (For 10 MSG/LGRR Use Only).**

A4.2. (Added) Local Procedures.

A4.2.1. (Added) The unit ART monitors will completely fill out USAFA IMT 18, **AEF Reporting Tool (ART) Worksheet. NOTE:** When filled out, the USAFA IMT 18 is deemed to be classified and must be protected as such.

A4.2.2. (Added) The organizational commanders will review the USAFA IMT 18 for accuracy, annotate changes if appropriate and initial each worksheet signifying acceptance of the status being reported for each UTC.

A4.2.3. (Added) The organizational commander's initials on the USAFA IMT 18 gives the unit ART monitor the authority to input changes into the database. DO NOT UPDATE.

A4.2.4. (Added) The unit ART monitors will update and transmit data to the AEF Center after the HQ USAFA/DS and 10 ABW Commander's review, IAW paragraph 3.3. of AFI 10-244.

A4.2.5. (Added) The unit ART monitors will provide the USAFA IMT 18 to 10 MSG/LGR. Exception to this policy is that the USAFA Staff agency ART POC will collect the reports for the staff agencies and provide them to 10 MSG/LGR once the HQ USAFA/DS has been briefed.

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